United Nations A/CONF.199/INF/1

World Summit on Sustainable Development

Johannesburg, South Africa
26 August–4 September 2002

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Information for participants

Venue and dates of the Summit

1. The World Summit on Sustainable Development will be held from 26 August to 4 September 2002 at the Sandton Convention Centre, Johannesburg, South Africa. The address is as follows:

Maude Street Sandown 2196
P.O. Box 782553 Sandton 2146, South Africa
Tel: (27-11) 779 0000
Fax: (27-11) 779 0001
E-mail: info@saconvention.co.za
Web site: www.saconvention.co.za

2. The Convention Centre is situated in Gauteng Province, north of Johannesburg, 30 minutes by freeway from Pretoria and a 25-minute drive from Johannesburg International Airport.

Opening meeting

3. The opening meeting will be held at 10 a.m. on Monday, 26 August, in the Plenary Hall in the Pavilion area on level 5 of the Convention Centre.

Welcoming reception

4. A welcoming reception, co-hosted by the Secretary-General of the United Nations and the President of South Africa and their spouses, in honour of heads of State or Government and Royalty and their spouses participating in the Summit, will be held at the Convention Centre from 7.45 a.m. to 8.50 a.m. on 2 September 2002.

Accreditation of participants

5. Permanent representatives and observers are advised that every delegate, observer, members of the parties of heads of State or Government or technical support staff who will need access to the Convention Centre in Johannesburg will be admitted only upon presentation of a special Summit grounds pass. Regular United Nations grounds passes from New York and other duty stations will not be respected during the Summit. Issuance of passes will be carried out on the basis of the authorized lists of participants plus individual **accreditation forms**. Accreditation forms in English, French and Spanish will be available in the United Nations Protocol and Liaison Service and also on the web site at www.johannesburgsummit.org.

6. In order to expedite the accreditation process, delegations are urged to submit packages consisting of authorized lists of participants, together with individual accreditation forms plus two passport-size photographs of each delegate, either in hard copy or on a diskette. Photographs submitted on a diskette must be in .jpg format at 640x480 resolution and no larger than 50 kb in file size. Packages will be accepted for processing from representatives of delegations in the United Nations Protocol and Liaison Service in New York between 15 July and 10 August 2002, and as of 17 August 2002 at the Protocol Accreditation Unit, United Nations Accreditation Centre, located at the Marquee tent in the parking lot at the Sandton Library/Sandton Art Gallery, in Johannesburg. It is important to note that Summit passes for all pre-accredited delegates will be available for collection by representatives of delegations at the United Nations Accreditation Centre **in Johannesburg** (for accreditation arrangements for

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NGOs and other major groups, see paras. 52-62 below).

7. The on-site accreditation of government delegates to the Summit will begin in Johannesburg on 19 August 2002 at the United Nations Accreditation Centre and will be carried out by the United Nations Protocol and Liaison Service. Delegates who have not been pre-accredited will have to present lists of participants or letters of credentials, together with duly filled out accreditation forms plus two passport-size photographs. Upon approval by the United Nations Protocol and Liaison Service, Summit passes will be issued. Those delegates whose photographs are not submitted by representatives of delegations in advance will have to appear at the Accreditation Centre in person, be photographed and receive Summit passes.

8. Following past practice, heads of State or Government, Vice-Presidents and Crown Princes/Princesses will be provided with VIP passes without photographs. Delegates at the level of cabinet ministers will be issued VIP passes with photographs. VIP passes will be produced upon presentation of delegates' lists and two passport-size photographs, wherever applicable. Individual accreditation forms are not required for the VIP passes. Spouses of delegates, regardless of rank, are entitled to the same type of passes as the principals.

9. Members of security details of the VIPs participating in the Summit will be registered and issued appropriate Summit passes by the United Nations Security and Safety Service.

10. In accordance with the rules of procedure of the Summit, every delegation representing a State, as well as the Holy See, Switzerland and the European Community, will be allocated four seats in the Plenary Hall of the Convention Centre. For security reasons, access to the Plenary Hall will be controlled, in addition to Summit grounds passes, by transferable colour-coded access cards. Access cards for the Plenary Hall and for each of the four round tables of the Summit will be issued to all the delegations at the United Nations Accreditation Centre in Johannesburg. The number of access cards will correspond to the seats allocated to each delegation in the Plenary Hall and in the round-table chamber.

11. Office hours for the United Nations Accreditation Centre will be as follows:

Monday, 19 August	9 a.m.-5 p.m.
Tuesday, 20 August	9 a.m.-5 p.m.
Wednesday, 21 August	9 a.m.-5 p.m.
Thursday, 22 August	9 a.m.-5 p.m.
Friday, 23 August	9 a.m.-9 p.m.
Saturday, 24 August	9 a.m.-9 p.m.
Sunday, 25 August	9 a.m.-9 p.m.
Monday, 26 August	8 a.m.-7 p.m.
Tuesday, 27 August	9 a.m.-6 p.m.
Wednesday, 28 August	9 a.m.-6 p.m
Thursday, 29 August	9 a.m.-6 p.m.
Friday, 30 August	9 a.m.-6 p.m.
Saturday, 31 August	9 a.m.-7 p.m.
Sunday, 1 September	9 a.m.-7 p.m.
Monday, 2 September	8 a.m.-7 p.m.
Tuesday, 3 September	8 a.m.-6 p.m.
Wednesday, 4 September	8 a.m.-2 p.m.

List of delegations

12. The United Nations Protocol and Liaison Service will publish in Johannesburg a compiled list of delegations to the Summit. Therefore, permanent representatives and observers are kindly requested to submit comprehensive lists of delegations to the Summit to the United Nations Protocol and Liaison Service in New York at their earliest convenience. As of 17 August 2002, delegation lists, individual accreditation forms, and all other Summit-related materials should be submitted for processing to the United Nations Accreditation Centre, **in Johannesburg**.

Programme of meetings

13. The provisional agenda (A/CONF.199/1) and the organization of work (A/CONF.199/3) have been issued and are available on the Summit web site at www.johannesburgsummit.org. The Summit Journal will also be posted daily on the web site throughout the Summit.

14. Morning meetings are scheduled to take place from 10 a.m. to 1 p.m. and afternoon meetings from 3 p.m. to 6 p.m., except for the Summit portion from 2 to 4 September, when morning meetings are scheduled from 9 a.m. to 1 p.m. and afternoon meetings from 2 p.m. to 8 p.m. If any evening sessions are required, they will generally begin at 6 p.m.

Seating arrangements

15. At the opening of the session and at subsequent plenary meetings, each government delegation will be assigned four seats: two at table and two behind.

16. At Main Committee meetings, each government delegation will have two seats, one at the table and one behind.

17. Specifically identified seating will be available for other participants at the session.

Languages of the Summit

18. Arabic, Chinese, English, French, Russian and Spanish are the official languages of the Summit.

19. Official documents of the session will be made available in the languages of the Summit.

Meetings and interpretation services

20. There will be interpretation services for a total of four simultaneous meetings per day, two in the morning and two in the afternoon. The servicing of all official meetings, extensions of official meetings beyond their normal duration, or the provision of interpretation services to regional or other major groupings of Member States should therefore be arranged within that framework.

21. Statements made in any of the six official languages will be interpreted into the other official languages. Any representative may make a statement in a language other than the official languages. In such cases, the delegation should provide either an interpretation or a written text of the statement in one of the official languages. The interpretation or written text will be considered by the Secretariat to represent the official text of the statement and will be used by United Nations interpreters as the basis for interpretation into the other official languages.

22. Meetings other than those of United Nations bodies, such as meetings of regional or interest groups, will be accommodated according to the availability of meeting rooms and services. Requests for meetings services should be directed to Hyacinth Bailey, Chief of Meetings Services.

Documentation

Circulation of written statements

23. If delegations wish to have written statements distributed to all delegations, observers, specialized agencies and press officers, 350 copies are required. Participants in the session are reminded that the Secretariat will not be in a position to offer reproduction services for such texts.

24. Delegations who wish to have written statements distributed to the media are requested to deliver 300 copies to the media documents counter located in the Media Centre on the exhibition level (basement) of the Convention Centre.

25. Delegations who wish to have their statements posted on the Internet are requested to provide in advance an electronic copy on diskette of their statements, in any of the official languages, to the Office of the Spokeswoman located in the Media Centre, or by e-mail to: webcast@un.org.

Distribution of official documents

26. The main documents distribution desk for delegations will be located in the main lobby of the Convention Centre.

27. Each delegation will be assigned an individual box at the documents distribution desk in which copies of all official documents issued during the Summit will be placed. Delegations are reminded that those document boxes are exclusively for the distribution of official documents of the Summit and may not be used for the circulation of any other papers or documents.

28. To determine exact requirements, each delegation is requested to advise the documents distribution desk at the earliest opportunity of its daily requirements regarding the number of copies of each document it wishes to receive during the session and the language desired. The quantity requested should be sufficient to cover all requirements since it will not be possible to provide complete sets of documents after the session.

29. Accredited non-governmental organizations and other major groups, as well as representatives of the media, will be able to obtain official session documents at designated documents distribution desks, which will be located for NGOs and major groups in the Major Group Lounge on the first floor, and for the media in the Media Centre located on the exhibition level (basement) of the Convention Centre.

Receipt and circulation of other documents

30. Other documents that United Nations funds, agencies and programmes, Governments, NGOs and other major groups or other accredited organizations may wish to make available to participants in the session are to be provided by the parties in appropriate languages and quantities. The Secretariat will undertake neither reproduction nor translation of such documents, nor will they distribute those documents on behalf of other organizations. Delegations are required to organize the delivery of their own documents to the Convention Centre (delivery times will be restricted from 6 a.m. to 9 a.m.) and to take their documents from the delivery bay to the distribution points. Distribution space will be limited to table tops, and it is recommended that only 200 copies of each document are displayed at any one time. Additional copies and any left outside the authorized area may be removed and destroyed.

31. Members of United Nations funds, agencies and programmes should forward two copies of each such document to Mildred Fernandes, Documents Submission Officer, for screening. Members of NGOs and major groups and other accredited organizations should forward two copies of their documents to Zehra Aydin, major groups liaison office, for screening. Any material not cleared by the above officials will be considered unauthorized and will be removed.

32. Delegations will be able to obtain those documents in specified areas in the main lobby on level 2 of the Convention Centre.

33. The Department of Public Information will provide Internet coverage of the Summit. Internet users around the world will be able to follow the proceedings of the Summit by viewing the live web cast and accessing information, such as press releases, daily highlights, official documents, the Summit Journal, statements and other information, which will be posted continuously throughout the Summit at the following URL:

Arabic: www.un.org/conferences/wssd/

Chinese: www.un.org/chinese/events/wssd/

English: www.johannesburgsummit.org/

French: www.un.org/french/events/wssd/

Russian: www.un.org/russian/conferen/wssd/

Spanish: www.un.org/spanish/conference/wssd/

Media

Media accreditation and facilities

34. Members of the media who wish to be accredited to cover the Summit should submit an application form, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, before 16 August 2002 to the United Nations Secretariat, Media Accreditation and Liaison Unit, Department of Public Information, Room S-250, New York, NY 10017 (fax: (212) 963-4642; tel: (212) 963-7164/5934; e-mail lecca@un.org), and from 19 August 2002 onwards to the United Nations Accreditation Centre in Johannesburg. Media accreditation forms with instructions are also available on the Internet at www.johannesburgsummit.org/html/media_info/logistical_matters.html.

35. Passes will be issued starting on 19 August 2002 at the United Nations Accreditation Centre at the Sandton Library Parking Lot, corner of West and Rivonia Avenues, upon presentation of two forms of photo identification (passport, official national press pass, driver's licence, employee identification etc.) (for office hours, see para. 11 above).

36. Media representatives applying to the Summit site for the first time should complete an application form and submit a letter of assignment and two forms of photo identification.

37. All members of the press corps accompanying heads of State or Government or heads of delegation must complete an application form for accreditation, attached to an official letter from the permanent mission concerned, listing the names of the media representatives with their functional titles and affiliation, addressed to the Chief, Media Accreditation and Liaison Unit.

38. Members of the media accompanying heads of State or Government or heads of delegation must present themselves to the Accreditation Centre, where they will have their photographs taken and be issued a pass upon presentation of national passports and another valid photo identification.

39. The Media Centre for the use of all journalists accredited to cover the Summit will be located on the exhibition level (basement) of the Convention Centre. Facilities will include 500 workspaces available on a first-come, first-served basis, with power outlets and pre-paid Internet access available. Fifty workspaces will have computers. Journalists are advised to bring their own laptops. Broadcast facilities for radio and television journalists will also be available.

40. The plenary meetings, round tables, press conferences and other activities will be broadcast live into the Media Centre. Audio-visual and sound feeds of the plenary meetings, round tables, press conferences and other events will be provided to broadcasters live, with free plug-in recording facilities.

41. A documents distribution counter will provide journalists with all documents, as well as copies of daily press releases in English and French covering the main activities of the Summit. They will also be made available electronically on the Summit web site at http://www.johannesburgsummit.org.

42. Details concerning press facilities and media accreditation are contained in a separate information note issued by the Department of Public Information of the United Nations Secretariat, which is also available on the web site.

Press conferences

43. Daily press briefings by the Spokeswoman for the Summit will be held at noon in the press conference room in the Media Centre. The room will also be available for press conferences by delegations and United Nations organizations. Until 20 August 2002, requests for press conferences should be directed to Maricel Magas-Sniffen in New York (tel: (212) 963-7707; fax: (212) 963-7055). After that date, requests should be made to the Office of the Spokeswoman for the Summit, located in the Media Centre on the exhibition level (basement) of the Convention Centre.

44. Requests for press conferences must be made in writing by a senior official of the delegation wishing to hold them, and should include the name(s) of the speaker(s), their title(s) and the subject to be discussed. Also to be included are the telephone and fax numbers in Johannesburg of the person to be contacted to confirm arrangements.

45. Press conferences will run no longer than 30 minutes. Heads of State or Government will be provided interpretation in English, French and the language of the head of State or Government if it is an official language.

46. Attendance at press conferences will be limited to accredited journalists. The only exceptions are the press attaché and a limited number of other officials of the same delegation directly concerned with the press conference, as well as United Nations officials covering the press conferences. Additional details concerning the procedures governing press conferences will be issued by the Department of Public Information.

47. A daily schedule of press conferences will be posted in the Media Centre, in the Journal and on the Summit web site at www.johannesburgsummit.org.

Pre-Summit media briefing

48. A pre-Summit meeting briefing will be held on Sunday, 25 August 2002, at 2.00 p.m., in the press conference room in the Media Centre of the Convention Centre. All journalists accredited to cover the Summit are invited to attend. The briefing will provide substantive and logistical information about the Summit.

Media information

49. A press kit containing information about the Summit is available from the Department of Public Information and is posted on the Summit web site at www.johannesburgsummit.org.

50. During the Summit, staff in the Office of the Spokeswoman for the Summit will be available to provide information to journalists on background and on the record.

51. To facilitate media contacts, delegations are invited to provide the Office of the Spokeswoman with the name and telephone number in Johannesburg of the person in the delegation who journalists may contact to request interviews or other information. Until 16 August 2002, please provide that information to the

Office of the Spokeswoman in New York (tel: (212) 963-2932). After that date, please contact the Office of the Spokeswoman in the Media Centre on the exhibition level (basement) of the Convention Centre.

Information for non-governmental organizations and other major groups

52. NGOs and other major groups and other accredited organizations can pre-register their representatives for the Summit through the web site at http://www.johannesburgsummit.org/.

The deadline for registration is 16 August 2002.

53. NGOs and other major groups that are eligible for pre-registration are those that are:

- In consultative status with the Economic and Social Council.
- On the list of NGOs accredited to the Commission on Sustainable Development.
- Accredited to the Summit.

54. There is no per-organization limit to the number of representatives of participating NGOs and other major groups. There is no registration fee.

55. When the pre-registration forms are received, each nominated representative will receive a confirmation letter by fax. That letter serves as an official invitation to the Summit and can be used to apply for a visa to South Africa.

56. Representatives are responsible for their own reservations and travel arrangements to and from the airport as well as in the metropolitan area. Representatives should reserve accommodations early because of the large number of participants expected at the Summit. All representatives interested in attending should ensure that they have adequate medical insurance prior to arrival.

57. The United Nations Accreditation Centre will start providing passes to pre-registered NGOs and other major group representatives on 19 August 2002. The Centre is located at Sandton Library Parking Lot, corner of West and Rivonia Avenues. Pre-registered participants must come to the Accreditation Centre with a copy of the confirmation letter and valid photo identification (passport, driver's licence) for identification purposes (for office hours, see para. 11 above).

58. Representatives of NGOs and other major groups who have obtained a Summit grounds pass can leave the Convention Centre and re-enter at any time. On some days, entry into the Convention Centre or a particular meeting room within may need to be restricted for crowd-control purposes. Those dates will be announced by the major groups liaison office (Zehra Aydin) as early as possible to participating NGOs and other major groups, and a secondary pass system will be established.

59. Each registered NGO representative will receive one individual Summit grounds pass to allow him/her access to the Convention Centre during the Summit.

60. On 25 August 2002, there will be a briefing organized by the secretariat of the Summit in the Convention Centre. Other briefings in the course of the Summit may be organized and will be announced by the secretariat.

61. There will be a major groups lounge and working area on the second floor of the Convention Centre for NGOs and other major groups, which has a general meeting area, and smaller working rooms for working meetings; the area will have a copier and a few computers.

62. Access to plenary meetings is open except for those days when crowd-control measures are in effect, when secondary passes will be necessary.

Security

63. Effective 23 August 2002, access to the Convention Centre complex and its surrounding area will be strictly limited to persons properly accredited by the United Nations. During the period of the Summit (23 August-4 September), the security arrangements are as set out below.

Security responsibilities

64. Security responsibility for the Summit is the same as that for any other activity at the United Nations. The United Nations Security and Safety Service, in close cooperation with host country law enforcement agencies, is responsible for the security of everyone while they are on Convention Centre premises. The host country and host city authorities are responsible

for all arrangements relating to security and movement outside the Convention Centre and the United Nations Accreditation Centre, as is standard for official visits.

65. Host country security authorities provide protection to heads of State or Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel. Arrangements for such assignments are initiated by the embassies of the relevant countries in Pretoria, with the South African Ministry of Foreign Affairs. In the case of heads of State or Government, the respective embassies should contact the Ministry of Foreign Affairs if they have not already done so.

66. Governments whose head of State or Government are attending the Summit may wish to hold direct consultations with the United Nations Security and Safety Service, particularly with regard to the accreditation of their national security details.

67. Any question should be directed to Captain Jacob Chacko, VIP Protection; Michael McCann, Chief, United Nations Security; or Inspector Phyllis Moore, Operations Officer.

Access to and within the Convention Centre during the Summit

68. Access to the Convention Centre complex during the Summit will be restricted to those persons who are properly accredited and who are wearing a Summit grounds pass. Passes for all government delegations (Member States or observers) will be issued at the United Nations Accreditation Centre. National security officers accompanying heads of State or Government should contact Captain Jacob Chacko, United Nations Security and Safety Service, to obtain grounds passes.

69. It must be emphasized that for security reasons, access to the Convention Centre will be denied to anyone not wearing a valid Summit grounds pass. To avoid last minute difficulties, all Governments are requested to ensure the proper accreditation of their delegations and accompanying parties.

70. Within the Convention Centre complex, there will be certain further restrictions on movements. A restricted area has been designated encompassing the entire 5th floor, including the Plenary Hall, a portion of the 4th floor (the committee foyer), the 3rd floor (sky walk), the 2nd floor (round table) and the mezzanine level at foyer balcony. The United Nations Security and Safety Service will enforce controls over access to restricted areas.

71. All deliveries must be completed between 6 a.m. and 9 a.m., and must be scheduled and cleared by United Nations Security and Safety Service and South African police.

Access to the Convention Centre

72. Access to the Convention Centre will be as follows:

- Delegation and United Nations staff: entrance from the Skywalk and Maude Street.
- NGOs and other major groups and local staff: entrance from Maude Street.
- Convention Centre (Johannesburg World Summit Company (JOWSCO)) staff and media: entrance from Alice Lane.

Loss of pass

73. Loss of Summit grounds passes must be reported to the United Nations Accreditation Centre.

Other useful information for participants

74. On behalf of the Government of South Africa, the JOWSCO web site provides information about logistical issues related to the Summit, including events and exhibitions during the Summit outside the Convention Centre, travel, accommodation and tourism in the area, at www.joburgsummit2002.com.

Visas

75. Participants need to obtain a visa for South Africa by contacting the nearest South African Embassy or Consulate. The pre-registration confirmation letter can be used as supporting documentation in that process. The host country provides visa requirements information at http://www.joburgsummit2002.com/.

Health precautions/medical arrangements

76. No vaccination certificates are required for travel to South Africa. The following vaccinations are recommended: cholera, diphtheria and tetanus, hepatitis A and B, typhoid and yellow fever. For further information, please contact the United Nations Medical Service.

Currency, cheques and credit cards

77. The unit of currency is the rand (R), which is divided into 100 cents. Travellers cheques can be changed easily. Credit cards, especially MasterCard and Visa, are widely accepted. Many automatic teller machines give cash advances. Cards belonging to the Cirrus network are widely accepted.

Electricity

78. Most power systems are 220/230 V AC at 50 cycles per second. Appliances rated between 220V and 250V will work anywhere in the country. Plugs have three large round pins. It is recommended that you carry your own adaptor and/or converter.

Climate

79. Johannesburg is about 1,750 metres above sea level and its climate is mostly dry and sunny. August and September are winter months, with temperatures ranging from a high of 70° Fahrenheit during the day to a low of 35° Fahrenheit at night.

Secretariat focal points

80. The interdepartmental task force on the Summit is responsible for coordination within the United Nations Secretariat of work related to the preparations for the Summit. Specific queries can be directed while in New York to focal points as follows (and thereafter to the same people in the Convention Centre):

Department of Economic and Social Affairs

Under-Secretary-General and Secretary-General of the Summit	Nitin Desai Room DC2-2320 Tel: 963-5958 Fax: 963-1010 desai@un.org
Director, Division for Sustainable Development	JoAnne DiSano Room DC2-2220 Tel: 963-0902 Fax: 963-4260 disano@un.org
Programme Officer, Division for Sustainable Development	Andrey Vasilyev Room DC2-2224 Tel: 963-5949 Fax: 963-4260 vasilyev@un.org
Partnership submissions and announcements	Monika Linn Tel: 917-367-2089 linnm@un.org
Major groups liaison for the Summit	Zehra Aydin Room DC2-2226 Tel: 963-8811 Fax: 963-1267 aydin@un.org

Communications and outreach	Gerry Morvell Tel: 963-4669 Fax: 963-4260 morvell@un.org
	Lucy Westcott Tel: 963-0727 Fax: 963-4260 westcott@un.org
Side events coordination	Zvetolyub Basmajiev Tel: 963-4671 Fax: 963-4260 basmajiev@un.org

Department of General Assembly Affairs and Conference Services

Secretary of the Summit	Vadim Perfiliev Room S-2977A Tel: 963-0725 Fax: 963-5305 perfiliev@un.org
Conference Coordinator	Vivian Lewis Room S-1527F Tel: 963-6568 Fax: 963-9452 E-mail: lewisv@un.org
Deputy Secretary of the Summit	Vladimir Zelenov Room S-2950A Tel: 963-2322 Fax: 963-5935 zelenov@un.org
Deputy Conference Coordinator	Neeta Tolani Room S-1552A Tel: 963-6593 Fax: 963-4810 tolani@un.org
Administrative Officer	Melanie Suzara Room S-1570E Tel: 963-6553 Fax: 963-2589 suzaram@un.org

Chief, Meeting Services	Hyacinth Bailey Room S-1B-2 Tel: 963-5560 Fax: 963-3798 baileyh@un.org
Bilaterals Coordinator	Esperanza Suarez Room S-1B-2 Tel: 963-2643 Fax: 963-9284 bilats-msu@un.org
Assistant Secretary of the Summit	Lesley Wilkinson Room S-2977K Tel: 963-5444 Fax: 963-5305 wilkinson@un.org
Assistant Secretary of the Summit	Alexander De Barros Room S-2950G Tel: 963-2320 Fax: 963-5935 de barros@un.org
Assistant Secretary of the Summit	Vivian Pliner-Josephs Room S-2950E Tel: 963-5724 Fax: 963-5935 pliner-josephs@un.org
Documents Submission Officer	Mildred Fernandes Room S-3001A Tel: 963-5432 Fax: 963-5935 fernandes3@un.org
List of speakers for the Summit	June Chesney Room S-2963E Tel: 963-5742 Fax: 963-5935 chesney@un.org
G-77 Liaison Officer	Maureen Otto Room S-2977C Tel: 963-7855 Fax: 963-5935 otto@un.org

Protocol and Liaison Service

Summit arrangements and accreditati n	Igor Novichenko Room S-0201B Tel : 963-7177 Fax : 963-1921 novichenko@un.org
List of participants and protocol matters	Poulose T. Peter Room S-0201M Tel : 963-7179 Fax : 963-1921 peter@un.org
Accreditation	Marybeth Curran Room S-201P Tel: 963-7181 Fax: 963-1921 curran@un.org

Security and Safety Service

United Nations Operations Officer	Phyllis Moore Room C-110 Tel: 963-0790 moore@un.org
VIP protection	Jacob Chacko Room C-110 Tel: 963-9346 chacko@un.org
United Nations Accreditation Centre	
Officer-in-Charge	Jorge Villanueva
Operations Officer	C. Mammen Room C-106 Tel: 963-7028 mammen@un.org

Department of Public Information

Spokeswoman for the Summit and Team Leader of the Department	Susan Markham Tel: 963-6862 or 963-1453 Fax: 963-0536

Media information	Pragati Pascale Room S-955 Tel: 963-6870 Fax: 963-0536 Klomjit Chandrapanya Tel: 963-9495 Fax: 963-0536 mediainfo@un.org
Media accreditation	Sonia Lecca Room S-250A Tel: 963-6934 Fax: 963-4642
Press conference bookings	Maricel Magas-Sniffen Room S-378 Tel: 963-7707 Fax: 963-7055
Delegation media contacts	Myriam Dessables Room S-1040 Tel: 963-2932 Fax: 963-1186